



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE 370 – FIELD IDENTIFICATION

GENERAL ORDER: 2010 - 07

ISSUED: February 2, 2010

EFFECTIVE: February 2, 2010

ACTION: Amends General Order No. 2007-10 (April 13, 2007)

370.00 PURPOSE

The purpose of this standard operating procedure is to communicate the technology and procedures by which Department members perform field identification, which is an attempt to positively identify persons in the “field” in a quick and efficient manner without unreasonable delay for the person involved. Due to the frequency with which people provide false or misleading information to the police, it is important to quickly and accurately confirm a person’s identity in the field without having to process the person at a booking facility. The Morpho “RapID” device provides the technology needed to quickly and accurately perform field identification. The following guidelines are established for the appropriate use and maintenance of the Morpho “RapID” device.

370.05 DISTRIBUTION / USE OF MORPHO “RapID” DEVICE

A. COMMANDING OFFICER / SUPERVISOR RESPONSIBILITIES

1. Commanding officers shall be responsible for the “RapID” device(s) assigned to their respective command.
2. Commanding officers shall ensure that an appropriate sign out/in log is utilized and maintained for deployment of the “RapID”, with the exception of those officers assigned to the Motorcycle Unit to whom a “RapID” is individually assigned.
3. Only a supervisory officer shall assign the “RapID” to a police member for deployment.
4. The “RapID” shall only be assigned to a police member trained in its use and assigned to a Department vehicle that is equipped to support the device.

B. GENERAL PROCEDURES

1. When not in use, the “RapID” shall be stored in a secure location within the sergeant’s/supervisor’s office at each work location that has a device assigned.
2. When not in use, the “RapID” shall be connected to the charger to ensure a full charge and ready operation for the succeeding shift.

3. The "RapID" shall not be left in a squad or other vehicle at the end of a member's tour of duty.
4. Police members that are trained to use the "RapID" shall sign out the device at the beginning of their shift and shall sign the device back in at the end of their shift.
5. Upon receiving the "RapID", police members shall inspect the device for serviceability and shall immediately report any problems to their shift commander/immediate supervisor.

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4. **REDACTED**

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Note:

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370.10 CARE AND MAINTENANCE OF EQUIPMENT

A. COMMANDING OFFICER RESPONSIBILITY

The commanding officer (or designee) is responsible for the maintenance of all "RapID" devices assigned to their command. The "RapID" devices are portable, sensitive, electronic fingerprint scanners that shall be under the direct control of the assigned personnel at all times during its operation to prevent loss or damage.

B. EQUIPMENT MALFUNCTION OR DAMAGE

In order to properly maintain the equipment and ensure that the devices are available as much as possible for deployment, the following procedures shall be followed:

1. The Identification Section shall establish a recommended preventive maintenance schedule for the "RapID" and ensure the required maintenance takes place.
2. Every malfunction of the "RapID" that may occur during use of the device shall be reported immediately to the member's shift commander. The Identification Section shall be responsible for notification of the malfunction to the vendor and oversee that repairs to the device take place once notified by the shift commander.

3. Whenever a Department member becomes aware of any damage to a "RapID" device, the member shall report such damage to a supervisor as soon as practical. An investigation as to the nature and cause of the damage shall be conducted as directed by the commanding officer of the work location issued the damaged "RapID" device.

Note: Under no circumstances shall a Department member attempt to repair a damaged "RapID" device, or in any way dismantle or take apart the device.



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CHIEF OF POLICE